

# **Commonwealth Child Safe Framework**

**Annual risk assessment conducted in accordance with Requirement 1**

**2025**

## **Background**

The Commonwealth Child Safe Framework (CCSF) applies to all non-corporate Commonwealth entities and sets minimum standards for creating and maintaining child safe culture and practices.

Under Requirement 1 of the CCSF, a non-corporate Commonwealth entity must undertake an annual risk assessment in relation to its activities to:

- identify the entity's level of responsibility for, and contact with, children and young people
- evaluate risks to child safety
- put in place appropriate strategies to manage identified risks.

## **Risk assessment**

Tribunal members and staff have limited interaction with children under 18 in the performance of their duties.

Children and young people (including secondary school or university students) may:

- accompany a parent or guardian, whether member of staff or Tribunal member
- accompany a parent or guardian to Tribunal premises in connection with an application for review
- attend Tribunal premises to observe public hearings
- participate in the Tribunal's National Moot Competition or Negotiating Outcomes on Time (Noot) Competition
- undertake work experience, internships or employment at the Tribunal (or contact the Tribunal about these types of opportunities)
- attend education or outreach activities run by the Tribunal.

## Outcome of risk assessment

Having regard to the risk factors identified in Table 1 below, the Tribunal's overall risk rating is '**low**'.

**Table 1: Child safety risk assessment – October 2025**

| Activity                                                                                                                                                                                                                                                                                                                                                                                   | Type of contact                                                                                                                                        | Child safety risks<br>(e.g. accidental harm, trauma, abuse or grooming)                                                                                                                                                                                                                                                                                                                                                          | Risk rating | Mitigation strategies<br>(e.g. policies and procedures, training, recruitment checks or removal of hazards)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1</b> Interaction with parties and witnesses during the review process, and with the public, for example: <ul style="list-style-type: none"> <li>• responding to enquiries</li> <li>• taking applications for review</li> <li>• case management</li> <li>• outreach calls</li> <li>• hearings</li> <li>• conferences</li> <li>• ADR</li> <li>• stakeholder engagement events</li> </ul> | Contact may be: <ul style="list-style-type: none"> <li>• in person</li> <li>• by telephone or video</li> <li>• in writing</li> <li>• online</li> </ul> | Potential risks include: <ul style="list-style-type: none"> <li>• accidental harm on Tribunal premises (e.g. slips/falls due to hazards or poor supervision)</li> <li>• inappropriate contact through misuse of communication channels</li> <li>• trauma or re-traumatisation through observation of or involvement in Tribunal reviews</li> <li>• Inappropriate or unsafe interactions with children or young people</li> </ul> | <b>Low</b>  | Existing risk mitigation measures: <ol style="list-style-type: none"> <li>1. Children under 18 are encouraged to nominate an adult (e.g. a parent, legal guardian or representative) to act on their behalf</li> <li>2. Young children must be accompanied and supervised by a parent, guardian or representative when on Tribunal premises</li> <li>3. One or more security guards may be present on Tribunal premises (in public areas)</li> <li>4. Correspondence with children not involved in an appeal is conducted through nominated adult guardians or representatives</li> <li>5. Many hearings will have multiple adults present</li> <li>6. Policies and procedures for managing and reporting incidents, and member and staff conduct, including: <ul style="list-style-type: none"> <li>• Service Charter and complaints procedures</li> </ul> </li> </ol> |

| Activity                                                   | Type of contact                                                            | Child safety risks<br>(e.g. accidental harm, trauma, abuse or grooming)                                                              | Risk rating | Mitigation strategies<br>(e.g. policies and procedures, training, recruitment checks or removal of hazards)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                            |                                                                            |                                                                                                                                      |             | <ul style="list-style-type: none"> <li>• APS Code of Conduct and HR Policy – Managing Misconduct (staff only)</li> <li>• Code of Conduct for Tribunal Members</li> <li>• IT Policy – Use and Security of ICT Facilities</li> <li>• HR Procedure – Incident Response and Reporting</li> </ul> <p>7. Trauma informed training for members<br/>8. Developing guidance on handling applications involving vulnerable persons, including children.</p> <p>Additional strategies to be implemented during 2025-26:</p> <ul style="list-style-type: none"> <li>• Review and improvement of mandatory Commonwealth Child Safe Framework training.</li> <li>• Improvement of our incident reporting process to ensure it is fit for the reporting of incidents involving child safety matters.</li> </ul> |
| 2 Recruitment, employment, internships and work experience | Children under 18 may contact Tribunal staff seeking information about the | Potential risks include: <ul style="list-style-type: none"> <li>• accidental harm on Tribunal premises (e.g. slips/falls)</li> </ul> | Low         | Existing risk mitigation measures:<br>1. Policies and procedures apply to staff and member conduct including:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Activity | Type of contact                                                                                                                                                                                                                                                                                    | Child safety risks<br>(e.g. accidental harm, trauma, abuse or grooming)                                                                                                                                             | Risk rating | Mitigation strategies<br>(e.g. policies and procedures, training, recruitment checks or removal of hazards)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|          | <p>Tribunal's work or available opportunities:</p> <ul style="list-style-type: none"> <li>• in person</li> <li>• by telephone</li> <li>• in writing</li> <li>• online</li> </ul> <p>If engaged by the Tribunal, children under 18 may engage with staff or members using any of these channels</p> | <ul style="list-style-type: none"> <li>• trauma or re-traumatisation through observation of or involvement in Tribunal matters</li> <li>• inappropriate contact through misuse of communication channels</li> </ul> |             | <ul style="list-style-type: none"> <li>• Service Charter and complaints procedures</li> <li>• APS Code of Conduct and HR Policy – Managing Misconduct (staff only)</li> <li>• Code of Conduct for Tribunal Members</li> <li>• IT Policy – Use and Security of ICT Facilities</li> <li>• HR Procedure – Incident Response and Reporting</li> <li>• HR Policy – Work Experience</li> </ul> <p>2. Young people engaged by the Tribunal are informed of the Tribunal's policies and have access to at least one supervisor to whom they may report concerns</p> <p>3. Staff engaged by the Tribunal have access to the Employee Assistance Program</p> <p>Additional strategies to be implemented during 2025-26:</p> <ul style="list-style-type: none"> <li>• Review and improvement of mandatory Commonwealth Child Safe Framework training materials</li> <li>• Developing guidance on handling applications involving vulnerable persons, including children</li> </ul> |

| Activity                                                                        | Type of contact                                                                                                                                                                                                   | Child safety risks<br>(e.g. accidental harm, trauma, abuse or grooming)                                                                                                                                | Risk rating | Mitigation strategies<br>(e.g. policies and procedures, training, recruitment checks or removal of hazards)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                 |                                                                                                                                                                                                                   |                                                                                                                                                                                                        |             | <ul style="list-style-type: none"> <li>Improvement of our incident reporting process to ensure it is fit for the reporting of incidents involving child safety matters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3 National Moot Competition and Negotiating Outcomes on Time (Noot) Competition | Contact may be: <ul style="list-style-type: none"> <li>in person</li> <li>by telephone</li> <li>in writing</li> <li>online</li> </ul><br>Mock hearings / competition rounds may be held outside of business hours | Potential risks include: <ul style="list-style-type: none"> <li>accidental harm on Tribunal premises (e.g. slips/falls)</li> <li>abuse or grooming through misuse of communication channels</li> </ul> | Low         | Existing risk mitigation measures: <ol style="list-style-type: none"> <li>Policies and procedures apply to staff and member conduct including:               <ul style="list-style-type: none"> <li>Service Charter and complaints procedures</li> <li>APS Code of Conduct and HR Policy – Managing Misconduct (staff only)</li> <li>Code of Conduct for Tribunal Members</li> <li>IT Policy – Use and Security of ICT Facilities</li> </ul> </li> <li>Most mock hearings / competition rounds will have multiple adults present, including university staff accompanying their students</li> </ol><br>Additional strategies to be implemented during 2025-26: <ul style="list-style-type: none"> <li>Improvement of our incident reporting process to ensure it is fit for the reporting of incidents involving child safety matters.</li> </ul> |